CDC Information Council (CIC)
Meeting Minutes
June 19, 2001, 3:00-4:30 pm
Roybal Campus, Building 2, Classroom 2

CDC Information Council met on June 16, 2001, Roybal Campus, Building 2, Classroom 2, at 3:00 p.m. Co-chairs of the meeting were Janet Collins and John Loonsk.

NEDSS: Surveillance Beyond Infectious Disease (Janet Collins)
Janet Collins presented a memo from the Executive Committee to the CIC and the C/I/O directors requesting proposals for pilot projects to use the NEDSS infrastructure for surveillance of non-infectious diseases.
She outlined the process by which C/I/Os submit brief (two pages) proposals to the Executive Secretariat by 6 July. The Executive Secretariat will convene a panel to evaluate them according to the criteria outlined in the memo and bring recommendations to the CIC for approval in late July. It is expected that 2-3 proposals will be funded for one year at the $150-250k level.
It was suggested and approved that the memo include language explicitly encouraging state participation. It is recognized that, given the timeframe, state sponsorship cannot be a requirement, but state involvement will be considered a strength.
It was suggested that information about the NEDSS base system could be distributed with the announcement, but was then also pointed out that there was a URL for base system information in the document.
Might consider adding explicit weights to each evaluation criteria up front in order to give CIOs an idea of the importance of each criteria.

CDC Web Site Redesign (Susan Robinson and John Loonsk)
Susan Robinson presented the findings of the Web Evaluation workgroup. The group plans to complete its final task—convening user panels for user expectations sessions—late this summer. The presentation closely followed the distributed powerpoint document. Points of emphasis included the quantity of input gathered from stakeholders, the iterative nature of the discovery process, the strength of the site from a content perspective, and the agency's challenge to strengthen the organization and navigation of the site.

John Loonsk presented a proposal for the redesign of the CDC web site. He stated that some year-end funds may be available for this effort. He referred to the statement of work for web site redesign distributed with the agenda packet. In addition to the design task, there is a technical implementation task as well: Dr. Loonsk's presentation covers both parts, though the technical SOW is still being written and is not included in the packet.

Dr. Loonsk emphasized that the Information Architecture design contract would cover all CDC internet (public) web content, but that initial funding would probably only allow for implementing umbrella content (not C/I/O-specific) and identified critical specialized content (C/I/O-specific).

The CIC will have several opportunities to participate in the redesign: identifying appropriate personnel to participate Joint Application Development (JAD) and focus group design and review sessions, commenting on interim products of the contract, and identifying and prioritizing critical content for implementation. The contractor will be available for "time and materials" services beyond the identified critical content: this work will probably be the financial responsibility of the sponsoring C/I/O, though if there are additional resources available for CIO use.

Group discussion:
Q: How do you assign responsibility for content that might be used in more than one place?
A: It is the expectation that the separation of content from layout in the technical proposal will make the management of this task clear.
Q: Have the various stakeholder analyses given sufficient weight to the strategic focus of the CDC?
A: CDC leadership has been prominently represented in the stakeholder groups consulted in interviews, focus groups, and design sessions.
Q: The migration of all existing web pages to a new document architecture represents a significant amount of work, correct?
A: It is recognized that this is a large project.
Q: How do you adequately qualify scientific data available to a web audience (assumptions, security, etc.)? The NSF is currently addressing these questions.
A: This effort will not emphasize the issues of the distribution of raw data, but of other published content. It is anticipated that the Information Architecture will describe where data may be presented, but there will not be a significant data presentation effort at this time.
Q: The mention of "meta information" in the SOW is ambiguous, as it may refer to either general epistemological characteristics or specific presentation rules. Can this be expanded?
A: Yes.
Q: How widely has the proposal been seen?
A: The content evaluation had been widely vetted in the process of its construction. The proposal has been distributed for review to the web redesign working group and the CIC; it has not been widely distributed to C/I/Os.
Q: What is the timeframe?
A: It is important to get the contract in process quickly. We anticipate the work occurring over the next calendar year.
Q: What about areas that need to proceed before the new architecture is determined?
A: There are still policy issues in the area that need to be addressed by the CIC but continued implementation of web pages is not a technical issue at this time.
Q: We don't want our architecture to constrain our ability to partner with external entities: can we make allowances?
A: The redesign is designed to enable greater flexibility to integrate with various user systems, whatever their architecture.
Q: What are we doing to maintain the quality of personal contact with our partners and customers?

A: The web is a tool; it should not replace other means of communication. We will keep a variety of collaborative technologies in mind, and we must be mindful of the needs of our partners.

Q: Can the technical part of the contract be shared?

A: The technical aspects of what will appear in the contract were discussed in the presentation. The technical section of the SOW is being drafted and will be shared soon but review will need to happen quickly. Again, we are trying to let this contract with end of FY01 funds so the calendar is tight.

Q: How will this initiative fit in with HHS policy?

A: There will be a HHS Chief Information Officers Council meeting next week and this area will be included as a discussion item at that meeting. The goal is that the department will converge on these issues but it is unknown now if HHS will make department wide policy on web pages.

Janet Collins proposed that the web redesign contract should proceed. The council agreed.

Collaborative Technologies

John Loonsk pointed out that the Collaborative Technologies agenda item was time-sensitive, and suggested that it be addressed with the CIC via e-mail. The council agreed.

Closing

Other agenda items that we did not talk about will be continued to the next meeting or communicated through e-mail to the CIC. The next meeting will be held on July 31, at a location TBD. Members will be notified soon.

The meeting adjourned at 4:40 pm.

Attendees:

Members/Alternates:
Lee Annest, (envision)
Coleen Boyle, NCBDDD
Jim Buehler, NCHSTP
Janet Collins, NCCDPHP
Ed Dacey, NIOSH
Jeanne Gilliland, NCCDPHP
Ed Hunter, NCHS (envision)
Nabil Issa, NCEH
Ed Kilbourne, ATSDR (phone)
Denise Koo, EPO
John Loonsk, IRMO
Tonya Martin, NCHSTP
Bill Nichols, NIP
Bob Pinner, NCID
Janise Richards, PHPPO
Charles Rothwell, NCHS (envision)

Partners:
Seth Foldy, NACCHO (phone)
Steve Hinrichs, APHL (phone)
Dick Melton, ASTHO (envision)
Gianfranco Pezzino, CSTE (envision)

Others:
Laura Conn, IRMO
Jay Lyle, CSC
Susan Robinson, OHC
Alana Knudsen- Buresh, ASTHO (phone)

Jim Seligman, OD
Dixie Snider, OD
Heidi Steele, NIP

Meeting packet included:
Meeting agenda
Meeting Minutes from May 14, 2001
CDC Web Site Evaluation presentation
CDC Web Site Redesign presentation
CDC Web Site Redesign Statement of Work
Request for proposals for NEDSS beyond infectious disease
Charges to existing CTOC workgroups
Collaborative Technologies update
Additional CIC responsibilities